I. GENERAL POLICIES RELATED TO FIELD PRACTICUM
PREFACE
This Field Practicum Manual was developed by the Social Work Program at Limestone College to provide information for students, agencies, and faculty. The policies and procedures outlined in this manual are guidelines that are intended to:

- Ensure that the student understands and can demonstrate the accomplishment of all goals and objectives of the Program.
- Establish standards consistent with the requirements of Limestone College and The Council on Social Work Education (CSWE).

NO EXEMPTIONS FROM FIELD PRACTICUM
There are NO exemptions from the field practicum based on prior experience. The Accreditation Standard of the Council on Social Work Education, 5th Edition, states "Academic credit for life experience and previous work experience shall not be given, in whole, or in part, in lieu of the field practicum or of the courses in the professional foundation areas." Furthermore, Limestone College does not accept ANY field practicum hours that were completed at a different educational institution. Also, any field work completed at Limestone College more than 5 years prior to the student's current application will not be accepted.

PROFESSIONAL LIABILITY INSURANCE POLICY
Limestone College provides Liability Insurance during field practicum through the American Professional Agency, Inc. It is mandatory that every field practicum student receive coverage under this policy. Each student will receive insurance that covers $2,000,000/$4,000,000 (Limit per Claim/Annual Aggregate Limit) the cost of malpractice insurance will be charged to the student as a lab fee.

II. TITLES AND ROLES OF AGENCY & COLLEGE PERSONNEL

Titles and Roles for Agency Personnel:
Agency Director - Agency employee who has the administrative authority to approve the acceptance of Limestone College student(s) as social work interns within that agency.
Agency Social Work Supervisor—A Social Worker (MSW or BSW) who agrees to supervise student(s) in their field practicum. Note: An MSW is preferred. It is also preferred (but not required) that the Agency Social Work Supervisor have a state social work license.
Agency Task Supervisor - A staff member who does not have an MSW or BSW, but performs administrative tasks at the agency. At times the student may be supervised by someone from another profession, i.e. doctor, psychiatrist, nurse, physical therapist, etc. This person must have supervisory experience and must agree to work closely with the Agency Social Work Supervisor in order to assure that the students' training is consistent with the CSWE core competencies.

Titles and Roles for Limestone College Personnel:
Director of Social Work Program - is responsible for all administrative tasks of the Social Work Program.
Field Director - Full-time faculty member who has the overall administrative responsibility for coordination of the field program, including approval of all field practicums and student appeals.
Field Coordinators - Full-time faculty members who coordinate the field practicum at the local level. They are responsible for assisting with: the coordination of field orientation, field seminars, field application process, field registration, assignments and portfolios, evaluation materials, Agency Social Work Supervisor meetings, and field grading.
The field student and Agency Social Work Supervisor are required to have weekly meetings. If the student and/or agency are having issues that need to be resolved, meetings involving the Field Coordinators shall be scheduled as necessary.

**Listing of Limestone College Field Personnel:**

<table>
<thead>
<tr>
<th>Personnel:</th>
<th>Contact Area:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Jackie Puckett</td>
<td>Entire Program</td>
<td>1-800-795-7151 ext. 4585 email: <a href="mailto:jpuckett@limestone.edu">jpuckett@limestone.edu</a></td>
</tr>
<tr>
<td>Director of SW Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Glenn</td>
<td>Charleston</td>
<td>1-864-809-6747 email: <a href="mailto:lglenn@limestone.edu">lglenn@limestone.edu</a></td>
</tr>
<tr>
<td>Field Coordinator</td>
<td>Florence</td>
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<td></td>
<td>Aiken</td>
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<td>(Lowcountry)</td>
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<td></td>
<td>(Kingstree)</td>
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</tr>
<tr>
<td>Tim Hanshaw</td>
<td>Gaffney</td>
<td>1-800-795-7151 ext. 8213 email: <a href="mailto:thanshaw@limestone.edu">thanshaw@limestone.edu</a></td>
</tr>
<tr>
<td>Field Coordinator</td>
<td>Greenville</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Columbia</td>
<td></td>
</tr>
<tr>
<td>Beth Hyatt</td>
<td>ECI - Internet</td>
<td>1-800-795-7151 ext. 8267 email: <a href="mailto:mhyatt@limestone.edu">mhyatt@limestone.edu</a></td>
</tr>
<tr>
<td>Field Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry Hiott</td>
<td>Entire Program</td>
<td>843-321-1502 email: <a href="mailto:hhiott@limestone.edu">hhiott@limestone.edu</a></td>
</tr>
<tr>
<td>Field Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary “Kipp” Willis</td>
<td>Entire Program</td>
<td>1-800-795-7151 ext. 4538 email: <a href="mailto:mwillis@limestone.edu">mwillis@limestone.edu</a></td>
</tr>
<tr>
<td>Director of SW Technology Services</td>
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**AGENCY AFFILIATION AGREEMENT**

The Agency Affiliation Agreement (AAA) is the document that articulates the agreement between Limestone College and the Agency. The document must be signed by the Agency Director, the Agency Social Work Supervisor, the student, and the Field Director. A copy of this document is maintained by the Social Work Program.

**III. FIELD PRACTICUM & SEMINAR - GENERAL INFORMATION**

**PURPOSE OF SW420 FIELD PRACTICUM AND SEMINAR**

The field practicum component of the Program is designed to insure that each student completes an educationally - directed agency practicum, which offers highly integrated learning experiences. The field practicum offers students the opportunity to learn by participating in the actual delivery of services to individuals, families, groups, organizations, and communities.

It is our hope that the field practicum will benefit the college, the agency and the student. The College benefits from having a positive representation in the agency by its students and faculty. The agency benefits from direct services provided by the intern and from helping to create better-prepared future workers. The students benefit by gaining insight into the nature of the helping process and the profession they may enter. This requires commitment from the college, the agency, and the student, and it is the desire of the Social Work Program that
the quality of this three-way relationship will continue to promote the process of teaching and learning for many years ahead.

Field Practicum should not be misunderstood as "vocational education." It is student and learning centered, and the learning sought is conceptual. It teaches principles which can be generalized and transferred. This is clearly distinguished from the training and apprenticeships in which the student learns to provide specific services in the style of the agency. The learning experience and the field practicum should be structured to permit the integration of observation and experience. The modalities of practice, micro, mezzo, and macro, give the student exposure to differing perspectives, experimentation in application of concepts, and problem solving. The experience is seen as the first step in developing life-long learning, analytical, and critical thinking skills, and effective communication skills through the integration of a liberal arts foundation and social work education. Field Practicum provides the opportunity for students to experientially learn how social work services are rendered. It enables the student to integrate and refine by application the knowledge, values, and theories which are the substance of our curriculum.

FIELD PRACTICUM APPLICATION PROCESS
The Limestone College Social Work Program maintains an array of agency field sites for students, which are updated on a continuous basis. Students are given the opportunity to state their preference as to geographic location and type of agency in which they would like to be placed. The College encourages the student to interview a minimum of two agencies in order to experience a greater degree of diversity of work available in the profession.

First, the student's advisor must certify to the Field Director that the student has or will complete all coursework before the start of the next field cycle. The advisor will have the student apply for graduation through the registrar's office.

Second, the Field Director will notify all certified students via Limestone e-mail a link to the FIELD APPLICATION CHECKLIST. The Field Application Checklist outlines the 6 Steps that must be accomplished in order to successfully apply to field.

REGISTRATION DEADLINES AND START / END DATES FOR FIELD

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<tr>
<th>START DATES</th>
<th>END DATE</th>
<th>REGISTRATION DEADLINE</th>
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<tr>
<td>JANUARY</td>
<td>APRIL</td>
<td>DECEMBER 1</td>
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<tr>
<td>JULY</td>
<td>OCTOBER</td>
<td>JUNE 1</td>
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<tr>
<td>AUGUST</td>
<td>NOVEMBER</td>
<td>JULY 1</td>
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NOTE: All application materials must be received by the Field Director prior to the above referenced deadlines. Failure to meet the above referenced deadlines will result in a delay of the student's Field Practicum. Students must be cleared by all departments (Registrar, Financial Aid, Business Office, etc) before they are eligible to begin field. Eligible students will receive an e-mail confirmation from their Field Coordinator authorizing them to start field practicum.

Fulfillment of Field Practicum Preparation Requirements:
Students are required to have completed all class work including all general education requirements, all Social
Work prerequisites and Social Work courses with a "C" grade or above in each course with an overall GPA of 2.25 in all coursework. The student must have senior standing and not be on academic probation in order to enter field practicum. Students must have completed all forms required for field practicum and must have completed all financial obligations in order to begin field practicum.

A student may be removed from the field practicum before the practicum semester starts if the student becomes academically ineligible. Such action will be taken only after consultation with the Director of Social Work Program.

Legal Violations and other Mitigating Concerns:
Any student convicted of a legal violation which might affect clients shall not be admitted or readmitted to field practicum until there is clear evidence of rehabilitation. Following conviction, the student shall be informed in writing of the criteria for determining rehabilitation.

Students with a history of violations are reminded and encouraged to self-report these before the student's field practicum begins to the Field Director. Most field practicum agencies will be conducting a background screening, and post-graduate employment may be jeopardized by certain violations as well.

ADVICEMENT FOR FIELD PRACTICUM
During regular advisement, students are encouraged to discuss field practicum requirements and availability of field practicum with academic advisors. While students and field practicum agencies participate in the field practicum process, the Field Director has the responsibility of approving student practicum. Field practicum are chosen to meet the educational needs of students as identified by the Social Work Program and standards established by the Council on Social Work Education. Every effort is made to match the educational needs and interest of the students with the programs, needs and preferences of available field practicum agencies.

FIELD PRACTICUM TIMELINE
The student should spend between 20 - 25 hours per week (for a semester total of at least 400 hours) working at an approved social service agency, as a Social Work intern under the supervision of a professional Social Worker (licensed preferred). The typical field practicum runs for 16 weeks (2 eight week terms SW420A and SW420B which in total provide 12 required semester hours toward the BSW degree), although students may take up to six months to complete the 400 hour minimum. As soon as students have completed their first 200 hours of field, they are assigned a letter grade for SW420A. If at the end of 16 weeks a student has not finished her or his field work, a grade of "I" (incomplete) may be assigned in order to give the student more time to finish the work. An incomplete grade allows for approximately 8 weeks of extra time (also known as the "6 Months option").

SIX MONTHS OPTION
A student may at any point prior to or during field convert to the 6 months option (provided that they obtain the approval of their field faculty liaison and Agency Social Work Supervisor). Notifications may be in the form of separate email messages from both the student and the ASWS.

Students who exercise the 6 months option must realize that selecting this option will often delay the date that a student will be eligible to participate in graduation ceremonies. For example, students who start field in January will be eligible to graduate in May (if they successfully complete all requirements prior to the end of Term2. If, however, a student selects the 6 months option (which will give them until the end of Term3), that will make it too late to attend graduation ceremonies in May. Although the student will be considered a Limestone Graduate at the end of Term3, she or he will not be eligible to participate in graduation ceremonies until December.

Students who select the 6 months option for Term4 field will not be affected (still be able to participate in
December). However, students who enter field in Term 5 can be eligible to graduate in December (if they do not exercise the 6 months option). Selecting the 6 months option in Term 5 will allow the students to participate in graduation ceremonies during the following May. If at the end of 6 months a student has not completed all requirements, the student will either receive a grade of "F" or a grade of "WP" (Withdrawal, Passing). A grade of "WP" is only given to students who are unable to finish their course (field) work in a timely manner due to an extenuating circumstance over which they have no or little control. A grade of "WP" means that the student's GPA will not be adversely impacted by this inability to complete his or her work, and the student will have the opportunity to attempt to complete the unfinished work at a future date. A grade of "WP" is assigned only with approval from the Social Work Program Director on a case by case basis.

**THE LEARNING CONTRACT**

The Learning Contract is a document formalizing the agreement between the student, the Field Director, and the Agency Social Work Supervisor. It outlines the student's learning goals and objectives for evaluating the student's performance. Consequently, the Learning Contract provides structure and individualized focus to the student's fieldwork experience. The Learning Contract is dynamic and may be amended as needed throughout the course of the field practicum in order that students may meet the goals and objectives necessary during their field experience. The Social Work Program uses the learning contract as one of the main methods of evaluating the students.

**THE COURSE OBJECTIVES FOR SW 420 A & B**

The course objectives for SW420A&B are fully outlined in the SW420 SYLLABUS

**THE SEMINAR COMPONENT**

Field practicum is accompanied by regular, monthly one-hour seminar with fellow field practicum students and their Field Coordinator. This includes venues such as Skype or Collaborate. This meeting is mandatory for all field practicum students. In addition to the monthly seminar, each field student submits in Blackboard a detailed Student Progress/Supervisory Report (SP/SR) on identified weeks for review and grading by the Field Coordinators. Samples of these documents are provided to the students at the beginning of the semester and are available in Blackboard under the "papers and projects" tab.

As part of the Learning Contract, all participating agencies agree to aid the student fully in completing assignments and allowing the student time away from the field practicum site to attend the weekly field seminar course. Both the practical field experience of working at the agency and the concurrent classroom instructional content required by the seminar are designed to provide a complete integration and application of the twelve Program objectives and their corresponding skills. All students must demonstrate a mastery of skills pertaining to all twelve objectives of the Social Work Program. These skills are measured through written assignments, agency work assignments, and a portfolio which are to be turned in at the end of class and graded by the Field Coordinators. Students work actively with the Field Coordinators on developing and demonstrating competency in skill areas related to each of the CSWE Competencies.

The field seminar or in-class experience of Social Work 420 is designed to be a peer review and supportive experience in which student social workers have the opportunity to incorporate theories learned with actual real-life experiences acquired during their field experience. The role of the seminar is to require students to test knowledge acquired from theory base against practice knowledge, techniques, ethical dilemmas and values conflicts which arise in the field environment. Weekly assignments are reviewed by the Field Coordinators and may be discussed in the seminar class. All assignments must be written for inclusion in the student's electronic Portfolio.
SW 420 Seminar learning assignments.
These assignments help meet the Program goals and objectives for this course, though others may be added as dictated by the learning needs of the students:

1. **Learning Contract** - This assignment is ongoing throughout the semester and will be graded in a progressive fashion through its development and the student's completion of learning assignments and successful accomplishment of goals outlined in the learning contract.

2. **Weekly Log & Weekly Student Conference Report** — This ongoing assignment is a written report kept by the student and reviewed at each field seminar class period and is graded for completeness of information and for learning content as directed in the Weekly Log Form to include hours worked each week as well as a cumulative total. The report should be shared weekly with the Agency Social Work Supervisor. The Weekly Student conference report is a detailed assessment of the weekly supervision session held between the student and agency social work supervisor. The report is submitted electronically each week.

3. **Student Self-Assessment Guide** — The self-assessment, considered to be an integral part of the evaluation process, is completed at mid-term and again at the completion of the field practicum. It is submitted to the Field Director and shared with the Agency Social Work Supervisor before the evaluation conference. This self-assessment helps the student and the field faculty evaluate the student's growth and level of professional maturity and gives insight into the development of a sense of professional self.

4. **Networking Report** — Students are required to visit at least two agencies that are involved with their field practicum agency. The student will write a summary of each agency visit, complete with a description of the agency, including an organizational chart if possible, their client populations, examples of how their work is done (some examples of agency forms and policies will be helpful for the student in explaining agency functioning), the links existing between the agencies visited and the student's field practicum agency, and any existing problems that hamper service delivery between the agencies.

5. **Interview Assignment** -- This assignment may include a taped interview (if permitted by the field agency). The student is expected to provide a written presentation of a professional interview which displays skills related to gathering needed information for assessment, planning and intervention purposes. The assignment should include: basic client demographic information, identification of the problems, type of interview, the number of times the student has interviewed the client previous to this interview, goals and purpose of the interview, location of interview, and intervening factors that impacted the interview. The assignment also utilizes the Outline for Process Recording which is a traditional tool used to assist students who are learning interviewing skills. By definition, process recording is a detailed narrative of what transpired between the worker and client in an interview. It is a record of actual verbalizations between student and client; significant nonverbal communications; and other aspects related to the therapeutic environment that might have an impact on the interview.

6. **Case presentation** -- Including a complete assessment of a client using the **Bio-Psycho-Social-Spiritual Assessment**. This report is completed using either a form that is provided by the student's home agency or by the Limestone College Social Work Program. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation are integrated into this assignment and are shared through presentation to the entire class.

7. **Assessment and Group Intervention** - This assignment focuses on the group experience in agency work and has several parts. The group experience can include group therapy, task groups, work groups, political action groups, or any combination of group work that reflects the methods that Social Workers use to complete their individual missions. Through this experience, students demonstrate evidence of applied knowledge in global
society in order to improve the quality of life for individuals, groups, organizations, and communities and seek necessary organizational change where necessary. The group assignment takes on an international feel at times when students present diverse groups or populations with whom they are working.

8. **Assessment and Evaluation of Community** - The assignment requires the student to review all agency procedures and polices relevant to the delivery of social services to the community. This includes, but is not limited to, the following concerns: how the agency mission statement relates to the alleviation of the relevant social problems of consumers; does the organizational chart reflect the actual structure and present relationships within the agency; have goals and objectives been established to support the stated mission; do the agency consumers understand the mission, goals, and objectives of the agency? Who are the populations served and in what ways do they participate in their own service delivery? How does the agency's role interplay with other agencies that are in related service areas? What are the barriers to successful delivery of services in the community?

The student will be required to examine the impact of identified policies on the effective delivery of services to the identified consumer populations served by the agency. The student is asked to suggest changes to the policies that are ineffective. This assignment focuses on the impact of both inter-agency policies and the impact of local, state, and national policies on service delivery of the student's home agency. Advocacy and activism and the use of the internet are also a component of this assignment. This assignment details the student's home agency's role in the community in which it serves and helps the student to understand the importance of networking and interagency cooperation.

*Note: All Field Practicum assignments are to be discussed with the Agency Social Work Supervisor, orally presented during the field seminar, and written into the student's electronic Field Practicum portfolio. The student's theory and practice knowledge are further expanded with focused study on specific skills as reflected in the individual practicum. The seminar also challenges students to improve their ability to apply skills related to each of the CSWE competencies.*

*Note: All assignments may be adjusted or modified based on the learning environment presented at the placement agency.*

**V. STUDENT ROLES & RESPONSIBILITIES IN THE FIELD PRACTICUM**

Of paramount importance is the student's responsibility for achieving a successful field practicum. Along with field faculty and agency personnel, each student is expected to function as an equal, assertive, and active partner in planning, carrying out and evaluating the field practicum activities. Therefore, students should take initiative with others in developing the learning contract, meeting goals and objectives set forth by interested parties, and participating in all decisions related to the requirements of field practicum. In summary, students are the active participants in the educational process and in other roles and responsibilities for meeting the requirements of field practicum.

**CONFORMITY TO COLLEGE AND AGENCY POLICIES AND PROCEDURES**

Students should understand and meet the requirements for field practicum. These include:

- Arriving on time and not leaving early without Agency Social Work Supervisor's permission.
- Wearing appropriate clothing and following agency dress code.
- Notifying your Field Coordinators and the Agency Social Work Supervisor of absences prior to the absence.
- Keeping all supervisory appointments both with the Agency Social Work Supervisor and Field Coordinators.
- Keeping a log for each day.
- Adhering to policies and procedures of the Field Agency.
- Complying with the requirements of the Limestone College Social Work Program Field Practicum Manual.
and Limestone College Social Work Program Student Handbook.

- Following all agency rules in regard to confidentiality. Students should be careful with whom they discuss cases and should follow the agency rules.
- Follow the NASW Code of Ethics. If the student is not sure of a particular issue; he/she should contact the Agency Social Work Supervisor and/or the Field Coordinator.
- Conducting themselves, at all times, in a professional manner.

**COMPLETION OF FIELD PRACTICUM REQUIREMENTS**

Students are expected to transfer the theoretical concepts, principles, and skills acquired in the classroom to field practicum situations. Learning activities that are assigned to the student by both Agency Social Work Supervisor and Field Coordinator should correlate with the student's educational goals and objectives. The student must turn in all assignments on time and these assignments must be completed accurately. The Field Practicum final grade is assigned by the Field Coordinator with input from the Agency Social Work Supervisor.

**CHANGING AGENCY PRACTICUM SETTINGS**

Agencies, students, and the College are discouraged from changing agencies in mid-stream of the student's field practicum. Should this occur, the student will have to renegotiate the number of practicum hours needed to complete this new practicum setting with the Program and the agency. It may be possible that an additional 400 hours would have to be completed at the new site. Only under extreme circumstances will permission be granted to change a practicum setting and only by the authority of the Field Director.

**STUDENT EXPENSES**

Students pay cost of transportation for reporting to and returning from their assigned agencies each day. Any expenses for transportation or other costs incurred while completing agency required field practice activities should be paid by the agency, when possible. If the agency does not pay these expenses, the student will incur the cost.

**ADDITIONAL RESPONSIBILITIES OF STUDENTS**

During the Field Practicum, the student must:
- Participate with the Agency Social Work Supervisor and Field Coordinators in the development of a written learning contract for the student.
- Schedule a weekly conference with the Agency Social Work Supervisor for direction in planning, managing, and completing field assignments. The student should prepare an agenda before this meeting is to be held.
- Attend all mandatory field practicum seminars.
- Complete all field practicum assignments in a satisfactory manner.
- Complete the online evaluation of the field practicum experience.

**ACCEPTANCE AND INVOLVEMENT IN THE SUPERVISORY RELATIONSHIP**

Students should be receptive to supervision and use it to improve practice skills and knowledge, increase self-awareness, and develop professionally. Therefore, students are responsible for meeting with the Agency Social Work Supervisor on a weekly basis. Students are expected to stay on target with their learning contracts. Should a problem arise, it is up to the student to relay this information to agency and college personnel. Preventing or resolving problems frequently requires that a student take the initiative to interact with questions, give feedback, and constructively confront situations when it appears that the educational objectives are not being met. Problems can be discussed within the field seminar class environment.
POLICY AND PROCEDURES FOR PRACTICUM AT A CURRENT EMPLOYMENT SETTING

The policy for students doing their practicum at their current place of employment is as follows: A student may do a practicum at his/her place of employment if ALL the following conditions are met:

- The practicum experience entails an entirely different scope of practice than his/her current job.
- The employment supervisor and Agency Social Work Supervisor are not the same person.
- Hours for the practicum are done at an entirely separate time than employment hours.
- All aspects of their paid employment responsibilities, including work requests, position requirements, phone calls related to work are not done during practicum hours.
- The Field Coordinators, the Agency Social Work Supervisor, the Agency Director, and student are all made aware of the requirements, and agree in writing, to abide by these boundaries. The learning contract will reflect that the student is already employed at the agency and will delineate how this practicum experience is different from that employment.

In essence, there needs to be a clear delineation between the practicum experience and the present employment experience. It is generally not encouraged that students engage in their field practicum with the agency at which they are currently employed. However, in some instances, this is an appropriate option. The benefits for both the student and the agency provided by this type of learning experience are often very valuable, and when handled in the appropriate fashion can be more dynamic than a practicum elsewhere. The agency gets to keep a well-trained, well-motivated employee, and the student gets to learn and acquire new skills regarding the next professional phase of his/her career with a chosen population. There should be greater experience and increased understanding for the student regarding the multidimensional work done at the agency.

STUDENT GRADING IN FIELD PRACTICUM

Students will be assigned grades for their field practicum experiences in compliance with Limestone's Academic Grading System (See the Limestone College Academic Catalog). A field practicum grade reflects a combination of sound academic learning, successful skills development and an ability to demonstrate a practical application of a problem-solving approach to work. Seventy percent (70%) of the field practicum grade is provided by the Agency Social Work Supervisor via the electronic learning contract. This recommendation is further adjusted as necessary by the student's level of participation in all the field assignments. The final grade will be determined by the Field Coordinators after all field seminar assignments have been completed.

It is expected that students will perform at a level which will result in a grade of "B" or higher in their field practicum. A grade is given at mid-term of the field practicum. A grade of "C", although recommended as "average" in most academic situations, indicates to the Social Work Program that the student will need additional help in his/her practicum. To avoid a grade of "C," it is the student's responsibility to notify their Field Coordinator or their representative immediately if there are problems in the field practicum so remedial help can be offered. A grade of "D" or "F" in the field practicum is considered below Program standards and the student will have to repeat that portion of field.

FACULTY PROCEDURES REGARDING STUDENT'S ACADEMIC PERFORMANCE

If a Field Coordinator has a concern about a student's academic performance, they must first discuss the issue with the student and try to achieve resolution along with input from the agency personnel. If the concern persists, the Field Coordinator must involve the Field Director. If no resolution can be made, the concern must be taken to the Social Work Program Director.

If the situation is not resolved to the satisfaction of the student, the Associate Dean/ Director of Social Work Program will convene the full faculty of the Program to decide what action will be taken regarding this concern.
Issues violating any part of the NASW Code of Ethics (including cheating/plagiarism) will result in a disciplinary vote by the Social Work faculty, which will decide whether the student will remain in the Social Work Program. If the student remains dissatisfied with the decision, the student may make written appeal through the appropriate channels as described by the "Grievance Procedure" outlined in The Gaslight Student Handbook.

STUDENT CONDUCT AND BEHAVIOR
Students enrolled in the Social Work Program are subject to the regulations found in the Gaslight Student Handbook and the NASW Code of Ethics. The NASW Code of Ethics (110.03) includes a detailed definition of academic misconduct, and outlines specific details about student responsibilities, penalties for violations, and the appeal process. A student in the Social Work Program is also bound to conduct himself/herself according to the professional standards set forth in the South Carolina State Professional Licensure law. All rules applying to student behavior addressed in the Limestone College Academic Catalog are completely in force in the field experience. All additional program policies regarding student behavior are in direct accordance with the professional standards adhered to under CSWE Accreditation. Social Work students have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion and respect for themselves, colleagues, faculty, staff, and, most importantly, the clients who participate in their education.

The comportment of students in field practicum is an area for critical review and may be a reflection of a student's fit with the Social Work profession. Certain behaviors can be so damaging and/or disruptive to the field agency and its clients that they cannot be tolerated. A student's continuance in Field Practicum is dependent not only on his/her academic performance, but also upon his/her adherence to professional behaviors that are in keeping with the standards of the Social Work profession and the NASW Code of Ethics. When a student is experiencing difficulties in Field Practicum, every effort will be made to resolve the problem. If a satisfactory resolution cannot be achieved, students may be advised to withdraw from the field practicum. It is recognized that each situation is unique and may indicate different types of resolutions/discretionary action. These resolutions may include, but are not limited to, apprising a student of the concern and working out a verbal corrective plan of action, initiating a written corrective plan of action, or immediate removal from field practicum. If expulsion becomes necessary, readmission into Field Practicum will be upon approval of the Field Director. Students who believe that their rights have been violated should follow the appeal and grievance procedures as outlined in the Limestone College Student Handbook, The Gaslight.

BEHAVIORS THAT MAY RESULT IN DISCIPLINARY ACTION
No student is to continue in the Program if misconduct or emotional instability significantly impairs the student's ability to work effectively in the profession. Allegations of misconduct will be heard in a fair hearing and can result in denial of admission or re-admission into field until the student's problems are resolved. Self-referrals of the student's problems prior to practicum are encouraged. Students exhibiting these problems may be required to seek specific remediation/rehabilitation before entry or re-entry into field. These requirements will be specified in writing. These include but are not limited to:

- Plagiarism: Representing any work of another person or from professional literature as one's own product and achievement. Or submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.
- Misrepresentation of self: (i.e. Falsifying degrees or professional credentials to clients or others)
- Alleged Practice violations: (i.e. representing interaction of clients in written case materials that did not in fact happen or presenting any untrue statements in such materials).
- Engaging in intimate (sexual/romantic) relations with a client, a client's family member, or any
instructor in the student's program.

- Acting in a discriminatory manner toward a client, a client's family member or any instructor in the student's program.
- Engaging in illegal behavior; for example, carrying or using a weapon, physical assault, theft, distribution of controlled substances, or aiding a client or co-worker/student to engage in illegal activities.
- Falsifying documentation in agency records.
- Stealing agency property/resources or intentional destruction of agency property/resources.
- Initiating physical confrontation with a client, client's family member, any instructor in the student's Program, or agency staff.
- Exploiting clients or client's family.
- Breaching client confidentiality.
- Engaging in behavior that would constitute malpractice.
- Engaging in abusive or degrading behavior towards a client, client's family, any instructor in the student's program or agency staff.

Note: Students are encouraged to report any known violation of the above provisions by another student to their Field Coordinator.

TERMINATION OF STUDENT FROM FIELD PRACTICUM
Should the AGENCY request that a field practicum be terminated:

- The agency supervisor and student must first meet and attempt to resolve the issues that are causing the problem.
- If no resolution can be arrived at, the Field Coordinator will intervene with the agency staff.
- If no resolution can be achieved, the student field practicum will be terminated. The Field Director will evaluate this termination and a decision will be made whether to assign a non-passing grade or to have the student transfer to a new practicum.

Should a STUDENT request that a field practicum be terminated:

- The student should go to the Field Coordinator to discuss reasons for request.
- The Field Coordinator will meet with the ASWS and the student.
- If no resolution can be found, the Field Director will make the final decision about the student's termination after conferring with the Associate Dean/ Director of Social Work Program.

FAIR HEARINGS
If students engage in conduct which could constitute sufficient grounds for dismissal from the Program and the major, that student will be granted due process, be entitled to a prompt and fair hearing within the Social Work Program, if any disciplinary action is recommended regarding alleged violations of rules and provisions, student is to sign an agreement of understanding and willingness to be bound by specific rules and provisions before entering the field practicum.

PROCEDURE AND SANCTIONS
Students who violate the Social Work Program Professional Behavior Policy (see appendix A, syllabus) are subject to appropriate discipline by the College consistent with the guidelines set forth in the Limestone College Gaslight Student Handbook. Violations will be reported to the Office of Student Services and to the Vice President for Academic Affairs.
STUDENT GRIEVANCES
A student grievance is defined as any dissatisfaction occurring as the result of a student's belief that any academic or non-academic situation affects the student unjustly or inequitably. The student has the right to raise the grievance and to have that grievance considered with courtesy and objectivity, in a timely fashion, and without fear of prejudicial treatment. Student grievances include any violation of the NASW Code of Ethics on the part of faculty or staff, Agency Social Work Supervisors, or other student(s) toward a particular student. The following procedures are applicable for a student with a grievance:

- The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the grievance through informal discussion. The student should make his/her Field Director aware of the situation if the Director is not directly involved.
- If there is no resolution, the student should discuss the matter with the Associate Dean/ Director of Social Work Program both verbally and in writing, documenting the parts of the NASW Code of Ethics that have been violated. Also included should be a narrative of the situation and discussion of the parties included. If no resolution is reached, the student may then present a written grievance to the Vice-President for Academic Affairs.
- If reconciliation has still not been achieved through the Vice-President for Academic Affairs, the student may then schedule an appointment with the President of the College after submitting the written grievance first.

For student grievances concerning academic issues, please refer to the Gaslight Handbook section entitled "Academic Policies and Academic Conduct".

VI. GENERAL SAFETY RECOMMENDATIONS FOR FIELD STUDENTS

The field practicum agency provides safety information specific to its agency during practicum orientation; however, provided below are some general safety rules that can significantly reduce the risk of being a victim of crime.

- Walk with a companion whenever possible.
- Wear clothing that allows freedom of movement and comfortable shoes (avoid high heels).
- If you must carry a purse, hold it close to your body or under a coat. Don't let it hang loosely on your shoulder. Carry wallets in a coat or front trouser pocket.
- Don't wear expensive jewelry or carry large amounts of money.
- Have a car key in hand when approaching your car. Carry key between your fingers as this will make you appear more confident and secure.
- Communicate that you are a calm, confident person. Stand tall with your head erect, and walk purposefully.
- When driving, plan the safest route going to the practicum agency or in making visits. On sidewalks use the part farthest from shrubs, doorways and alleys.
- Be familiar with the neighborhood. Notice the people and activities on the route you take.
- When driving or walking, identity shops that are open, street lighting, and the location of public telephones. Before entering the car, check back seats to make certain no one is hiding. Make sure the interior car light is operable and that the car doors are locked at all times.
- Keep purse and packages out of view (use glove compartment, trunk, or hide under the seat).
- Keep car in good running condition. Make sure you have plenty of gas. In the event of car trouble, raise the hood and return to car and lock doors. If someone offers help ask him/her to contact the police.
- If you suspect you are being followed, blow car horn often, put on emergency lights, drive to the nearest
police, fire, or gas station and call police.
- Park in well-lighted areas.
- Don't get distracted. Know who is ahead, beside, and behind you.

If Approached or Threatened
- Be aware of your personal "space." Rapists often "test" potential victims by judging how they react -- passively or assertively -- when space is invaded.
- Avoid conversations with strangers. If you feel you have to answer, do so firmly and simply.
- Avoid being maneuvered into alleyways, doorways, and/or cars. Keep moving toward your destination and don't get involved in what is being said.
- If attacked, don't resist if person is armed or after your valuables.
- If resistance is an option, yell loudly and forcefully.
- If attacked, contact the police soon after. Try to provide detailed identifying information regarding the attacker.
- Seek support from others. Being a victim of crime is very traumatic.

All acts of violence or threats of violence against persons or property should be reported to your supervisor immediately. Even if no actual violence occurs, this history will be important for other workers and possibly law enforcement. Physical injury or threat of physical injury to any person should be reported immediately.

VII. RESPONSIBILITY OF FIELD PRACTICUM PARTICIPANTS

 RESPONSIBILITIES OF THE SOCIAL WORK PROGRAM DIRECTOR
- Provides administrative information regarding the Social Work Program curriculum and the purposes for field practicum to ensure integration of classroom and field practicum experiences.
- Attempts to mediate problems that may arise during practicum, not resolved by Field Director.
- Responsible for the overall administrative approval of the field practicum.

 RESPONSIBILITIES OF THE FIELD DIRECTOR
- Monitors that all students entering practicum have met the eligibility requirements for field practicum.
- Responsible for the overall functioning of the field system
- Collects evaluative data for the improvement of the field system
- Handles student appeals
- Facilitates Field Application process
- Ensures that an agency affiliation agreement is completed with each agency.

 RESPONSIBILITIES OF THE FIELD COORDINATOR
- Maintains ongoing contact with the Agency Social Work Supervisor and makes at least one face-to-face agency visit during the student's practicum. Additional visits may be made through email or phone contact with the Agency Social Work Supervisor.
- Holds regular field seminar classes for field practicum students, monthly via Skype.
- Determines the two field practicum grades.
- Acts as a liaison between the College, the student, and the agency.
- Provides the web links to both students and Agency Social Work Supervisors for their respective evaluations.
● Provides the agency with information regarding the purposes and objectives of field practicum, a Field Practicum Manual, and other materials necessary for field study.
● Directs Agency Social Work Supervisors in related responsibilities.
● Administers SW 420 pre/posttest.

RESPONSIBILITIES OF THE AGENCY SOCIAL WORK SUPERVISOR
● Provides regular, weekly supervision.
● Provides student with feedback about student strengths and weaknesses.
● Encourages student to attend all appropriate, available educational opportunities.
● Design learning assignments for the student and modify assignments as necessary.
● Recommend grades for field practicum students.
● Complete the Learning Contract and Grade Recommendation, and Evaluations online.

SUPERVISION IN SPECIAL PRACTICUMS WHERE AN MSW OR BSW IS NOT ON STAFF
Whenever a qualified social worker is not available in a desired agency, a non-agency social worker (NSWS) may assume responsibility as the ASWS for the student. This is done to assure the student's assignments have a Social Work focus and at the same time meet the requirements of the agency. In this special arrangement the NSWS will need to work closely with an Agency Task Supervisor. The task supervisor must have adequate knowledge about the agency and work to be accomplished with the agency. Examples of a task supervisor would be a professional in his/her field, such as a Psychologist, Nurse, Administrator, or Rehabilitation Specialist. Should the Field Director decide this is an appropriate practicum, special arrangements must be made between the agency's Task Supervisor and the Non-agency Social Work Supervisor. Together, the NSWS and Task Supervisor must meet all of the responsibilities of an ASWS.

THE AGENCY TASK SUPERVISOR IN A SPECIAL PRACTICUM
The Agency Task Supervisor in a special practicum shall do the following:
● Provide the student with orientation to the field practicum setting.
● Provide regularly scheduled appointments with the student to check on the student's daily progress.
● Review student's learning contract and confirm student's field hours.
● Help the student clearly understand what is expected of her/him at the agency.
● Maintain on-going contact with the NSWS.
● Follow the student's goals and objectives that have been agreed upon by the Field Coordinator, student, and NSWS.
● Complete an online evaluation of the student's performance.
● Makes a grade recommendation to the Field Coordinator in cooperation with the NSWS

AGENCY RESPONSIBILITIES
● An understanding of the need for professional education for Social Workers as part of the philosophy and practice of the agency by the executive in charge, the agency social work supervisor, and agency staff.
● The willingness to foster a climate conducive to Social Work student learning
● Availability of a qualified Agency Social Work Supervisor.
● A readiness of the agency administration to release a qualified social worker from other responsibilities to function as an Agency Social Work Supervisor. This includes covering time to attend Agency Social Work Supervisors' online orientation, plan the student's Program, prepare and hold supervisory conferences, and generally to supervise the student's progress.
• A readiness of the agency to accept the student as a learner whose assignment must be geared to learning needs rather than the scheduling demands and workload of the agency. Student assignments must be flexible enough to maximize learning, neither too superficial, nor too repetitive. By the midterm of the semester, students should be doing one-half to one-third of the work that a typical BSW-level Social Worker would be doing in the agency.

• The availability to students the experience of working with clients who present elements of diversity. This could include clients whose background differs from the student's in the following ways: race, culture, ethnicity, gender, sexual orientation, age, religion, or disabilities.

• The availability of adequate physical space for meeting with clients, writing reports, making required phone calls, etc. The agency should also provide the student with adequate support services; access to computers, secretarial support, dictating equipment, office supplies, etc. as required to perform his/her job.

• Agreement to treat all information, including evaluation of students, as confidential.

• A willingness to allow the student to use case records and other appropriate material, with confidentiality protected, in the classroom, and for related class assignments.

• The willingness to allow the student to take part in staff meetings, in-service trainings, interagency conferences, and other educational opportunities as might arise during the field practicum.

• Workspace and supplies must be provided in the agency for the student. The students must be assigned an appropriate space in which to work. Other items such as forms, writing supplies and computer access are strongly recommended.

• The agency agrees to engage the students in a social work role. They should be afforded all opportunities to practice as a beginning generalist Social Work

• If the student travels in his/her own car for the agency, it is expected that the mileage expense will be reimbursed. It is also expected that the agency will have insurance for students who are expected to transport clients. Note: Students are not to transport clients alone.

• It is important that that each student in the agency shall be offered the opportunity to become intimately acquainted with and participate in direct services offered by the agency. In every instance, students, under supervision, should be learning to undertake tasks in the service of the agency's clients or consumers.

• Students are to visit two or more agencies during the field practicum experience in order to establish networking skills. The agency may recommend specific agencies for the interview.

• Where there is no professional social worker, the agency may assign an agency task supervisor that will be assisted by the College in establishing Social Work guidelines for the student.

• The agency must provide the student OSHA training if it is required by the agency.

• The agency must sign an Affiliation Agreement with the College.

• The agency will inform the students of potential work hazards, such as exposure to infectious diseases. The agency will also discuss any required preventative measures such as TB and Hepatitis tests and immunizations if necessary for students to work in their field practicum. The College will not fund medical tests or treatments. This expense will be incurred by the student or the agency.

AGENCY ORIENTATION
Agency orientation should include procedures regarding student absences and arrangements for making up missed time. The Field Director must be contacted if the student does not report to an agency on the assigned day if no prior permission has been granted. If the student quits a field practicum before reporting the reason to
the Field Director, this will automatically result in a failing grade. Students are expected to complete their field practicum by the deadline provided by the field director. Each agency will conduct the student orientation to that agency in ways that are appropriate to the setting and makeup of the individual agency. However, the Program has certain requirements for student orientation that must be part of the field practicum learning experience. The following is a general model for the orientation of field practicum students through the Program.

Introduction to the Agency. The student should be presented with information such as:

- explanation of the nature of the work of the agency
- the agency's mission statement and purpose for being
- the populations that the agency serves
- the general organizational structure of the agency and its involvement with other groups

Introduction to Agency Staff. The student should be introduced as a professional in training to:

- the agency executive
- other Social Workers in the sub-division of the agency
- colleagues in other disciplines with whom she/he will be working
- secretarial and support staff

Physical Setting. The student should be informed of:

- the location of buildings and offices relevant to her/his work.
- the location of all relevant technology for completing assignments.
- the location of necessary supplies.
- information related to lunch hours / breaks
- where/how they can park their vehicle (furnish necessary parking permits, etc.)

Agency Policies and Procedures. The agency should:

- provide the student with a personal copy of the agency's operations manual or its equivalent
- assist in the determination of the student's work schedule
- discuss the parameters of professionalism as they apply in this agency including confidentiality and the agency's requirements for data gathering and recording

Intervention Methods. Demonstrate to the student:

- how generalist social work methods are applied in this setting
- any particular philosophies, theoretical frameworks, readings, etc.

**SELECTION OF AGENCY SOCIAL WORK SUPERVISORS**

The following criteria are required in choosing Agency Social Work Supervisors:

- A social work degree from a CSWE accredited school of social work. It is required that ASWSs have at least two years of post-social work degree experience and prefer that they have had at least one year of experience at their present position. Whenever possible we would prefer that they have teaching experience or experience of working with field students in the past. While MSW and licensure are preferred, they are not required.

- In those instances where valuable learning experiences may exist within an agency setting where there is no one in possession of a BSW or a MSW, a social service professional engaged in social work functions may be designated as the Agency Task Supervisor. In these cases however, the required social work supervision must be provided by either the Field Coordinator, local Limestone College Social Work Faculty, or an outside, approved, non-agency social work professional in consultation with the Agency Task Supervisor.

- The Agency Social Work Supervisor is expected to adhere to the highest standards of professional practice, demonstrating the values and ethics of a professional social worker, employing the NASW
Code of Ethics at all levels and demonstrating the practice of these values and ethics for the student.

- The Agency Social Work Supervisor will work with the Limestone College Social Work Program and the student to adhere to the prescribed learning contract. They will assist in defining the duties and roles that the student will be responsible for during the field practicum experience. The Agency Social Work Supervisor will meet with the student weekly for a minimum of one hour of direct supervision and on an "as needed" basis. The Agency Social Work Supervisor will engage the student in a collaborative manner to discuss the student's strengths as well as giving support/advice concerning the student's challenges. The Agency Social Work Supervisor will contact the Field Director with any concerns regarding the student's performance or behavior during the field practicum experience.

**ORIENTATION AND TRAINING WITH ASWS**
The training of field site supervisors is conducted at individual sites (PRN) and is the responsibility of the Field Director. These trainings are accomplished at various times. The Limestone College Social Work Program Field Practicum Manual is also provided for all Agency Social Work Supervisors. Besides the required field training for Agency Social Work Supervisors discussed above, the Field Coordinators will have contact with the Agency Social Work Supervisor for a minimum of two additional times during the semester. However, Field Coordinators will be available to aid in any way possible to address problems or recognize areas of strength displayed by the agency and/or student. An ongoing dialogue is expected between the student, the Agency Social Work Supervisor and the Field Coordinator.

**LIMESTONE COLLEGE POLICY OF NONDISCRIMINATION**
This policy may be found in the Limestone College Academic Catalog or the Social Work Student Handbook at the following links:

**SOCIAL WORK PROGRAM POLICY ON NONDISCRIMINATION AND HUMAN DIVERSITY**
This policy may be found in the Limestone College Academic Catalog or the Social Work Student Handbook at the following links:

**STUDENTS WITH CERTIFIED DISABILITIES**
This policy may be found in the Limestone College Academic Catalog or the Social Work Student Handbook at the following links:

**PALS — PROGRAM FOR ALTERNATIVE LEARNING STYLES**
This information may be found in the Limestone College Academic Catalog or the Social Work Student Handbook at the following links:

**ACADEMIC INTEGRITY POLICY**
This policy may be found in the Limestone College Academic Catalog or the Social Work Student Handbook at the following links: